

California State Library
Library Services and Technology Act

LSTA Reporting Overview

Included here are instructions and forms for submitting reports required of your Library Services and Technology Act (LSTA) award. The submission of reports as instructed maintains eligibility for claim of payments. Failure to meet reporting deadlines may delay release of funds to the project, and may affect a decision on any future awards.

All of the following reporting forms and instructions are available in the LSTA section of the California State Library website (<http://www.library.ca.gov/html/grants.cfm>):

1. LSTA Reporting Overview
2. LSTA Outcomes Project Design and Report Chart (Word)
3. LSTA Form 7 OM (Word) Quarterly Narrative Report – Outcomes Measures
4. LSTA Form 7 (Word) Quarterly Narrative Report
5. LSTA Form 7 Instructions (pdf)
6. LSTA Form 8 Quarterly Fiscal Report (pdf or Word)
7. LSTA Form 8 Instructions (pdf)
8. LSTA Form 8 Fiscal Report Samples (pdf)
9. LSTA Form 9 Final Narrative Report (pdf or Word)
10. LSTA Form 9 Instructions (pdf)
11. LSTA Form 4 Grant Award Modification (pdf or Word)
12. LSTA Form 4 Instructions (pdf)

A financial claim for the second half payment of the program award, if needed, will be sent in the second quarter of the 2006/07 federal fiscal year. Once the grant recipient has fulfilled all project reporting requirements, including returning all unspent grant funds by the dates specified in the grant program, the financial claim form for the remaining 10 percent (10%) of the total grant will be issued.

All correspondence should be sent to

**California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

For direct delivery, the street address is: 914 Capitol Mall, Room 15, Sacramento, CA 95814.

All reporting forms are available on the LSTA section of the California State Library website at: <http://www.library.ca.gov/html/grants.cfm> under the heading “LSTA Reporting and Control Documents.”

For assistance, contact:

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